


**DEPARTMENT OF HUMAN RESOURCES
SOCIAL SERVICES ADMINISTRATION
311 WEST SARATOGA STREET
BALTIMORE, MARYLAND 21201**

DATE: August 17, 2015

POLICY #: SSA-OAS #16-2

TO: Directors, Local Departments of Social Services
Assistant Directors, Services
Local Department Project Home Managers and Supervisors
Local Department Finance Officers

FROM: Tracey Paliath, Deputy Secretary for Programs
Office of the Secretary 

RE: FY 2016 Project Home Program Support Funds

PROGRAM AFFECTED: Project Home Program/Certified Adult Residential
Environment (C.A.R.E)

ORIGINATING OFFICE: Office of Adult Services

REQUIRED ACTION: Implement Policy and Practice Regarding the Use of
Project Home Program Support Funds

ACTION DUE DATE: Immediately

CONTACT PERSON: Kathleen Ward
Program Specialist
410-767-7422
kathleen.ward@maryland.gov

ALTERNATE CONTACT: April Seitz
Director, Office of Adult Services
410-767-7569
april.seitz@maryland.gov

PURPOSE:

This Policy Directive outlines the use of Project Home Program Support Funds, allocations and reporting requirements.

ACTION REQUIRED:

Review the instructions detailed below and submit a spending plan to provide Project Home Provider training; RN Nursing Consultation; fire safety and environmental health inspections of provider's residences; recruitment and retention activities of new and current providers; and provision of Adult Medical Day Care or Psychiatric Rehabilitation Services for those clients who are in danger of losing placement and for whom there is no other financial resource for these services. Detailed plans are due to the SSA Office of Adult Services **by August 28, 2015**. The allocation must be spent or obligated with a valid posted purchase order in the account system (FMIS) prior to June 30, 2016. NOTE: Monies that fund activities via a local contract may be encumbered if the contract year extends beyond to the State's Fiscal Year.

BACKGROUND:

The SSA Office of Adult Services has been appropriating funds to the local departments to meet the training requirements of providers and to provide nursing oversight to Project Home residents. As the Department is committed to ensuring that safety standards are met and supportive services are rendered to our Project Home providers and residents, the definition of support has, over the years, been expanded to include risk management, recruitment and retention, specialized staff training, and other support services.

The following list represents appropriate expenditures of Project Home Support Funds:

- Provide new and current providers with in-service training and related specialized training for providers and staff;
- Purchase RN Nurse Consultation services;
- Provide fire safety and environmental health inspection of a provider's residence;
- Develop recruitment activities for new providers and retention activities for current providers; and/or
- Provide Adult Medical Day Care and/or Psychiatric Rehabilitation Services for qualifying residents who, without these services, may be in danger of losing their placements and for whom there is no other financial resource available to pay for these programs.

Local departments may collaborate with neighboring jurisdictions to arrange training and nursing consultation on a regional basis. The amount of funds allocated to each local department is based on the percentage of CARE Providers in each department and Project Home expenditure trends.

NOTE: The following charge code is the only acceptable charge code for Project Home expenditures:

**33.07.00.04.0436.01 PCA G4350
Object Code: 1201**

The SSA Office of Adult Services will track all local department expenditures through the Project Home Quarterly Report form which shall be submitted to Kathleen Ward, Project Home Program Specialist. Due dates for FY 2016 Project Home Quarterly Reports are:

October	15, 2015
January	15, 2016
April	15, 2016
July	15, 2016

Based on SSA's periodic review of Local Department Project Home expenditures, funds may be re-allocated to other jurisdictions. In addition, Local Departments should contact Kathleen Ward regarding unmet Project Home needs. If you or your staff has any questions about the above information, please contact Mrs. Ward at 410-767-7422 or via email at kathleen.ward@maryland.gov.

Project Home Program Allocation FY 2016

Local Department	FY 2016
Allegany	4,000
Anne Arundel	5,500
Baltimore City	28,000
Baltimore County	26,500
Calvert	5,000
Caroline	2,100
Carroll	800
Cecil	0
Charles	18,500
Dorchester	13,000
Frederick	5,000
Garrett	0
Harford	7,000
Howard	3,000
Kent	0
Montgomery	11,500
Prince George's	10,000
Queen Anne's	0
St. Mary's	5,000
Somerset	1,000
Talbot	1,300
Washington	19,000
Wicomico	10,000
Worcester	<u>2,000</u>
Sub Total:	\$178,200
Statewide Training:	\$ 3,736
Total:	\$181,936